

COPY

Ordinance No. 02-30

WHEREAS, the State Legislature of the State of Indiana has provided, at I.C. 5-11-10-1, et seq., a method for certification of claims and forms for the same for the Town of Westfield, Westfield, Indiana; and

WHEREAS, the State Legislature of the State of Indiana has passed I.C. 36-5-4-4, the same being a method of approving claims against the Town of Westfield, Westfield, Indiana, providing for the allowance of same by the Town Council of the Town of Westfield, Westfield, Indiana; and

WHEREAS, more specifically, the credit card may be obtained from Key Bank, with offices in Westfield, Indiana, and being a Visa card, and will be used for training, meals, hotels, out-of-town expenses for attendance at seminars, and other expenditures as authorized solely by the Town Clerk Treasurer, and/or Community Services Director, and/or Police Chief, and/or Public Works Director and/or Public Safety Director and/or Fire Chief, and/or Town Manager, and

WHEREAS, the Town Council of the Town of Westfield, Westfield, Indiana, consistent with the foregoing statutes, now finds that it would be in the best interest of the Town of Westfield, Westfield, Indiana, and for purposes of convenience, to authorize the Town Clerk Treasurer, and/or Community Services Director, and/or Police Chief, and/or Public Works Director to obtain a credit card as aforesaid; and to allow employees on a specific limited basis to utilize the use of the credit cards for such expenses as detailed above. (In specific training, meals, hotels, out-of-town expenses and for attendance at seminars and other expenditures as authorized solely by the Town Clerk Treasurer and/or the Community Services Director and/or Police Chief and/or Public Works Director and/or Public Safety Director and/or Fire Chief, and/or Town Manager, and

WHEREAS, the Town Council, of the Town of Westfield, Westfield, Indiana details expenses strictly and absolutely excluded as expenses to be applied to the Town credit card as: alcoholic beverages; non-business telephone calls, except that telephone calls to your family will be allowed; and

WHEREAS, the Town Clerk-Treasurer and/or Community Services Director and/or Police Chief and/or Public Works Director and/or Public Safety Director and/or Fire Chief and/or Town Manager, should maintain an accounting system or log which will include the names of the individuals requesting usage of the credit card, their position and dates the card is issued and returned; and

NOW, THEREFORE, BE IT ORDAINED, by the Town Council of the Town Westfield, Westfield, Indiana, that the Town Clerk Treasurer and/or Community Services Director and/or Police Chief and/or Public Works Director and/or Public Safety Director and/or Fire Chief and/or Town Manager shall hereby be authorized to obtain a credit card (charge card) at Key Bank with offices located in Westfield, Indiana, which card being a Visa Card. Said charge card/account will be paid in full every billing cycle. We, as a municipal government, cannot pay any interest charge of such accounts. Charges made on a credit card that is lost while in the possession of an employee may be billed to that employee up to a fifty (\$50.00) limit. The issuance of credit cards to traveling employees is a privilege and a convenience to those employees. If the Town's credit card policy is abused or otherwise proves unworkable, the privilege may be discontinued.

BE IT FURTHER ORDAINED that the issuance of the credit card shall be to the Town of Westfield and shall be handled by the Town Clerk Treasurer and/or the Community Services

200200096513
Filed for Record in
HAMILTON COUNTY, INDIANA
MARY L CLARK
12-13-2002 09:23 am.
ORDINANCE 11.00

Director and/or Police Chief and/or Public Works Director and/or Public Safety Director and/or Fire Chief and/or Town Manager, Westfield, Indiana; and

BE IT FURTHER ORDAINED that the purpose for which the credit card will be issued is for the purchase of items for training, meals, hotels and other out-of-town and travel expenses necessitated by the attendance by various employees of the Town of Westfield, Westfield, Indiana at seminars and training sessions; and that the credit card shall be returned after its purpose has been accomplished, to the custody of the responsible person, namely, the Town Clerk Treasurer and/or Community Services Director and/or Police Chief and/or Public Works Director and/or Public Safety Director and/or Fire Chief and/or Town Manager; and

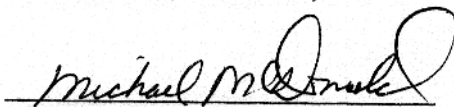
BE IT FURTHER ORDAINED that the responsible persons, namely the Town Clerk Treasurer and/or Community Services Director and/or Police Chief and/or Public Works Director and/or Public Safety Director and/or Fire Chief and/or Town Manager shall maintain an accounting system or log which should include the names of the individuals requesting usage of the credit card, and their position and the dates the card is issued and returned; and

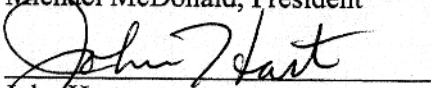
BE IT FURTHER ORDAINED that the use of the credit card shall never be utilized to by-pass the foregoing accounting system; and payment should not be made solely on the basis of statement or credit card slip only, but supporting documentation, such as paid bills and original receipts, not photocopies must be also provided; and


BE IT FURTHER ORDAINED that if any section, clause, provision or portion of this ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect any other section, clause, provision, or portion of this ordinance.


BE IT FURTHER ORDAINED that this Ordinance shall take effect and be in full force and effect, from and after its passage by the Town Council of the Town of Westfield, Westfield, Indiana, this 9 day of Dec, 2002.

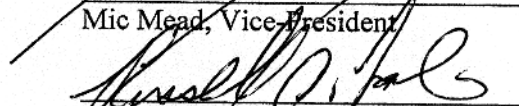
TOWN COUNCIL, TOWN OF WESTFIELD,
WESTFIELD, INDIANA;


Michael McDonald, President



John Hart


David Mikesell


Mic Mead, Vice-President


Russell Lamb

ATTEST:


Cindy Gossard, Clerk Treasurer